

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/11/2013		2. CONTRACT NO. (If any) EP-BPA-12-C-0010		6. SHIP TO: a. NAME OF CONSIGNEE OW/OWM	
3. ORDER NO. EP-B14C-00003		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR AVANTI CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 5520 CHEROKEE AVENUE SUITE 205				REFERENCE YOUR: proposal dated December 6, 2013 Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY ALEXANDRIA		e. STATE VA	f. ZIP CODE 223122319		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OW	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/18/2014	16. DISCOUNT TERMS

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 796250538 Electronic Notice of Intent (eNOI) System and Paper Processing and Priority Permits and Backlog Tracking, and Permit Management Oversight System (PMOS)  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$202,967.46
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$202,967.46
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF  
AMERICA BY (Signature)

► Renita Tyus

23. NAME (Typed)  
Renita Tyus  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

12/11/2013

EP-BPA-12-C-0010

EP-B14C-00003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p align="center">***Attention Finance***</p> <p>The Project Officer is Jackie Clark and she can be reached at 202-564-6582 or via email at Clark.jackie@Epa.gov.</p> <p>Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268</p> <p>Period of Performance: 12/19/2013 to 12/18/2014</p> <p>Electronic Notice of Intent (eNOI) System and Paper Processing and Priority Permits and Backlog Tracking, and Permit Management Oversight System (PMOS)</p> <p>Follow-on to TO 1 under EP-BPA-12-C-0010 PMOS</p> <p>Requisition No: PR-OW-14-00029, PR-OW-14-00046</p> <p>Accounting Info: 14-15-B-23D20F3-202BD4X15-2505-1423D2E 002-001 BFY: 14 EFY: 15 Fund: B Budget Org: 23D20F3 Program (PRC): 202BD4X15 Budget (BOC): 2505 DCN - Line ID: 1423D2E002-001 Funding Flag: Partial Funded: \$175,000.00</p> <p>Accounting Info: 13-14-B-23D20F3-202BD4X15-2505---1423D 2E004-001 BFY: 13 EFY: 14 Fund: B Budget Org: 23D20F3 Program (PRC): 202BD4X15 Budget (BOC): 2505 DCN - Line ID: 1423D2E004-001 Funding Flag: Partial Funded: \$27,967.46</p> <p>The obligated amount of award: \$202,967.46. The total for this award is shown in box 17(i).</p>				202,967.46	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$202,967.46

**PERFORMANCE WORK STATEMENT  
AVANTI CORPORATION  
EPA CONTRACT EP-BPA-12-C-0010  
TASK ORDER #**

**Title:** Priority Permits and Backlog Tracking, and Permit Management Oversight System (PMOS)  
Prototype Upgrade and Maintenance

**Estimated Period of Performance:** Award of Task Order – December 18, 2014

**EPA Task Order Project Officer**

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**EPA Alternate Task Order Project Officer**

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**I. Background Information:**

EPA is responsible for development and implementation of the National Pollutant Discharge Elimination System (NPDES) permits program. In 46 States and 1 Territory, this responsibility is held by authorized State and Territorial governments. EPA, through its Regional offices, issues permits for non-approved States and for certain categories of permits (e.g., facilities located on tribal lands) in authorized States. Permitting authorities issue individual or general permits for facilities. These permits implement the requirements of the NPDES Program along with other applicable laws and regulations.

The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the NPDES permits program. This program regulates point source discharges of pollutants to surface waters of the United States. Some of OWM's oversight functions

include the tracking the status of permits, implementing programs that prioritize permits, and developing management tools.

In 1998, the Office of the Inspector General (OIG) identified the backlog of NPDES permits as a management weakness. One of the key problems facing EPA was the lack of reliable information in its Permit Compliance System (PCS) on the numbers of facilities. Starting in late 1998, EPA began tracking the universe of individual permits and their status using PCS and continues to track permit status as part of its oversight activities. In 2013, the transition of all states to a new database, ICIS-NPDES, was completed.

Because ICIS-NPDES still lacks a complete universe of permits, particularly general permits, and cannot easily identify tribal permits, EPA uses a prototype system known as the Permit Management Oversight System (PMOS) to manage this data. PMOS enables EPA to track non-stormwater general permits and tribal permits at a summary level. That is, PMOS captures limited information on these permits to enable EPA to track the universe and status of these permits.

On March 4, 2004, EPA's OWM established the priority permit initiative under the Permitting for Environmental Results (PER) Strategy. Each year, State and Regional authorities have been provided with a list of candidate priority permits. From this candidate list, States and Regions are asked to select priority permits from the candidate list based on programmatic and environmental criteria and commit to issuing a portion of these permits over each fiscal year.

The designation process entails developing the candidate list and loading it onto PMOS, which is designed to manage the designation and tracking of priority permits.

EPA requests contractor support to help generate the data used to characterize the health of the NPDES program. This will include reviewing and managing the NPDES permit backlog data and providing quality assurance for monthly and quarterly backlog reports; upgrading and managing PMOS. The prototype's requirements are approaching a stable point, so the system will be brought in line with EPA's architecture.

## **II. PURPOSE**

The contractor shall support OWM for the following permit management activities:

- Generate permit backlog reports
- Support EPA's management of the priority permits process
- Maintain and provide development services for PMOS prototype to manage priority permits, tribal, and storm-water and non-stormwater general permits
- Provide ad hoc support related to queries on backlog, priority permits, and other permit tracking activities

The contractor shall support OWM in generating the data used to characterize the health of the NPDES program. This will include reviewing and managing the NPDES permit backlog data and providing quality assurance for semi-annual backlog reports; upgrading and managing PMOS.

The contractor shall provide support to OWM's ongoing management, tracking and oversight activities

of EPA's priority permits, backlog, and PMOS work. Also, the contractor shall provide continued technical support for the ongoing requirements of the Government Performance and Results Act (GPRA) with regard to Priority Permit and Backlog measures. GPRA measures may be revised over time and the contractor shall support OWM in adapting PMOS to account for these measure changes.

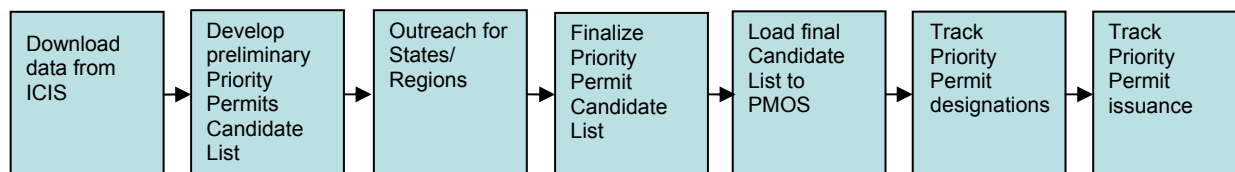
Additionally, OWM is working with the Office of Enforcement and Compliance Assurance (OECA) on the NPDES Electronic Reporting Rule. This rule would make electronic submission of several current reporting requirements, including NOIs and State permit data, mandatory. This could affect much of the data tracking and other work described above.

### III. SCOPE OF WORK

The contractor shall support OWM as described in the specific tasks below.

#### Task 1: Priority Permits Tracking & Assistance

Figure 1: Priority Permit Tracking and Implementation



The contractor shall provide tracking and assistance with priority permits status for FY2014 priority permits in PMOS and shall prepare ad hoc updates of issuance progress and other permit-related information in PMOS as part of tracking and maintaining status. Based on the criteria provided by EPA, the contractor shall prepare a preliminary candidate list for FY2015 and PMOS rollover process to move from tracking FY2014 permits to tracking the selection and issuance of FY2015 Priority Permits. The contractor shall provide user assistance to EPA Regions and States on priority permits questions.

For planning purposes, the contractor shall assume 2 backups of the files for priority permits status per month, as well as 5 ad hoc batch updates of the priority permits database.

Deliverables		Due Date
1	One iteration of preliminary list of candidate priority permits in MS Excel for Fiscal Year 2013 separated by State and Region	Within 5 business days following receipt of 3 <sup>rd</sup> quarter (June 30) data
2	Ad hoc user assistance over email or phone regarding priority permits questions	Within 1 business day of request from EPA Headquarters, EPA Regions, or State
3	Ad hoc batch updates of issuance progress and other permit-related information in PMOS	Within 5 business days of request from EPA Headquarters, EPA Regions, or State
4	Backup files of the Priority Permits status information from the PMOS database, in MS Access format.	Within 1 business day following request from the EPA COR
5	Priority Permits lockdown and rollover for the FY in PMOS	Within 5 business days of request from EPA COR

## Task 2: NPDES Permit Backlog

The contractor shall provide technical support to track the NPDES Permit Backlog. The contractor shall generate backlog reports in accordance with the deliverable schedule below. The contractor shall use existing EPA databases (ICIS-NPDES) and the Permit Management Oversight System (PMOS) along with information from EPA Regions and states to prepare these reports. The contractor shall provide support to EPA Regions to ensure that the general permit data in PMOS is complete and the rules (used to determine backlog status as determined by EPA) for general permits are implemented correctly. Backlog reports shall be provided in Excel format to the EPA COR. The contractor shall also provide ad hoc reports on the permit universe and/or backlog data, as requested by EPA.

For planning purposes, the Contractor shall assume up to 2 ad hoc report requests during the new period of performance. The contractor shall also generate backlog reports in accordance with the deliverable schedule included below.

Deliverables		Due Date for 1 through 4
1	<b>Non-Tribal Report cards</b> (major individual, minor individual, non-stormwater general permit covered facilities, summary) for non-tribal facilities.	Reports are due 5 business days after receipt of all of the corresponding quarter's permit data for each of the following quarters: Q2 (March 31) Q4 (September 30)
2	<b>Tribal Report cards</b> (major individual, minor individual, non-stormwater general permit covered facilities, summary) for tribal facilities.	
3	<b>List of all facilities included in the backlog universe</b> (major individual, minor individual, total individual) for tribal and non-tribal permits.	
4	<b>List of all backlogged facilities</b> (major individual, minor individual, total individual) for tribal and non-tribal permits.	
Deliverables		Due Date for 5
5	<b>Ad hoc reports</b> for additional unanticipated support	Within 5 business days of request by EPA COR

## Task 3: Permit Management Oversight System (PMOS) Operations, Management, and Upgrades

### Subtask 3a:

The contractor shall be responsible for general maintenance of the PMOS database. The contractor shall fix all bugs found as part of routine operational requirements.

	Deliverables	Due Date
1	Daily maintenance/de-bugging	As necessary to maintain database functionality

### Subtask 3b:

The contractor shall also assist the COR in upgrades to the PMOS system. The upgrade will enhance standardization and security, as well as modernizing the system and preparing for movement from a prototype phase to a stable system hosted on an EPA NCC server. The existing PMOS prototype will be developed into a new Java-based application which will offer all of the core features in the prototype and ensure the application is extensible for future enhancements. This will involve a requirements phase, development, testing, and deployment on an EPA NCC server.

For planning purposes, the contractor shall assume regular meetings with the COR to discuss upgrades will be approximately one hour long and be required approximately two times per month at EPA Headquarters.

	<b>Deliverables</b>	<b>Due Date</b>
1	Wireframe and design document for PMOS upgrade	15 business days after request from the EPA COR
2	Development of a Pivotal Tracker Project for the PMOS upgrade	10 business days after request from the EPA COR
3	Brief written updates on the development process	Every two weeks starting 15 business days after EPA COR approval of the wireframe and design document
4	Testing/System Documentation	Late Spring 2014 (10 business days after request from the EPA COR)
5	Final deployment of PMOS upgrade	Summer 2014 (15 business days after request from the EPA COR)

#### **IV. Progress Reporting**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE), and key deliverables upon request from EPA's Contracting Officer's Representative (COR) for all ongoing subtasks. In addition, the contractor shall prepare and provide a monthly progress report in accordance with Contract Reporting Requirements. The contractor shall report labor hour and cost expenditures by individual subtasks, implementation plan(s); issues encountered and lessons learned regarding the progress of all subtasks, the tracking of expenditures, and any other administrative activities. The contractor shall maintain a cumulative list of all technical directives received during the period of performance.

The contractor shall provide a monthly progress report that will include the labor hours and cost expenditures by individual tasks, implementation plan(s), issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities. The contractor shall maintain a cumulative list of all technical directives received during the period of performance (POP).

All electronic deliverables provided by the contractor to EPA shall be compatible to EPA's current applications.

The Contractor shall notify the CO and EPA COR in writing no less than 15 days in advance of expenditures reaching 50%, 75% and 90% of the authorized BPA LOE/labor hours have been expended.

**V. Quality Assurance Project Plan(QAPP):**

A quality assurance project plan (QAPP) is required for Tasks 1-3 of this project because it involves the generation, management, distribution, or use of primary and/or secondary environmental data that will be used or have the potential for use in environmental decision making. The QAPP shall be developed in accordance with the "Office of Water Quality Management Plan" (EPA 821-X-02-001) and shall be formatted as specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5).

EPA requires that all environmental data used in decision making be supported by an approved QAPP. The contractor shall follow the written procedures in the processing manual and any additional guidance provided by the COR in the performance of these tasks. Please refer to Attachment B for the PMOS QASP.

**VI. Anticipated Travel Requirements:**

All non-local travel shall be approved in advance by the EPA COR and shall be in accordance with the Contract. However, non-local travel is not anticipated for the period of performance. Only local travel is anticipated for meetings discussing PMOS upgrades and maintenance at an approximate frequency of 1 to 2 times per month.

**VII. Additional Requirements:**

Other direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the Project Officer (PO) by telephone to discuss any problems that may adversely affect the work on this PWS. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

The contractor shall adhere to the guidelines laid out in Section IV and V of the BPA related to Contractor Identification and Control Requirements.



## **ATTACHMENT B**

### **Performance Standards and Quality Assurance Surveillance Plan**

#### **eNOI PERFORMANCE SURVEILLANCE PLAN**

The requirements contained in this BPA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall implement processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. The contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Past Performance Evaluation (PPE) which is evaluated annually (per the "Past Performance Evaluation" clause in the contract).

When a task order runs for more than twelve months, an evaluation will be completed at the mid-point of performance. In issued task orders, the Performance Objectives shall be designated as "Tasks" specified within the scope of work. In cases where tasks (*i.e.*, Performance Objectives) and minimum Acceptable Quality Levels (AQLs) are not being met, the contractor will make every effort to immediately correct the problem to ensure customer satisfaction. If the problem is systemic, the contractor will submit a plan of corrective action to the Task Order Manager and Project Officer.

Each task order manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), below, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Past Performance Evaluation requirements in the contract. The past performance evaluation scoring will take into consideration the successes, shortcomings, and corrective actions associated with meeting the performance standards delineated in the QASP.

These are three Minimum Mandatory requirements:

1. Performance requirements that define the work in measurable, mission-related terms (The description of each task is considered the designated performance requirement)
2. Measurable Performance standards (*i.e.*, management and communications, technical analyses, timeliness) tied to the performance requirements (these standards are included in the performance requirement)
3. A Government Quality Assurance Surveillance Plan that describes how the contractor's performance will be measured against the performance standards (the QA Methods and Surveillance Plan are described with each task as appropriate as outlined in Attachment B of the BPA)

EPA shall conduct annual quality assurance reviews and will use these to determine eligibility for additional hours.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><u>NOI Processing:</u></p> <p>The Contractor shall ensure timely and quality processing of all Notice of Intent. This standard shall apply to both paper and on-line submittals.</p>	<p>All operations and maintenance must be in accordance with the NOI manual and guidance.</p> <p>The Performance Work Statement outlines which Tasks require the Contractor to enter hard copy (paper) submittals of NOI forms in the tracking system with the specified timeframe of receipt, during periods of routine operations and within peak periods for the identified permits. EPA anticipates no more than two peak periods annually.</p>	<p>The EPA COR will monitor operations through general and formal meetings and telephone communication, planned and random unannounced visits to the Contractor's site and phone calls, and progress report reviews. The EPA COR will review monthly progress reports for indicators of communication problems and will bring issues to the Contractor's immediate attention.</p>	<p>Any issues that have a negative impact on individual PWS schedules or costs that are not brought to the attention of the appropriate EPA COR prior to occurrence, will consider the Contractor's performance unsatisfactory. Two or more incidents during the contract term will be reported as unsatisfactory performance in the CPARS Performance Evaluation System. The Contractor's initial unsatisfactory performance rating will result in a 2% reduction in fee for the remainder of the performance period.</p>
<p><u>NOI Daily Operations and Access:</u></p> <p>The Contractor shall ensure continuous and uninterrupted on-line availability of the eNOI system.</p> <p><u>NOI Call Center Support:</u></p> <p>The Contractor shall ensure the NOI process call center is staffed and available daily between 8:30am to 5:00PM EST.</p> <p><u>Timeliness:</u></p> <p>The Contractor shall provide services and submit deliverables in accordance with approved PWS milestone and deliverable schedules.</p>	<p>Services and deliverables shall be in accordance with schedules stated in each PWS. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.</p> <p>All operations and maintenance must be in accordance with the NOI manual and guidance.</p> <p>The Contractor shall maintain the on-line eNOI system to ensure continuous availability to the user community. The Contractor shall make every effort to ensure that the system is never down per the timeframe indicated within the PWS. The Contractor shall notify EPA's program staff and the COR immediately of all problems and shall notify the PO and CO. The Contractor shall notify EPA's COR immediately of all problems and shall notify via CC: the PO, CO and affected EPA program staff, if the Contractor expects downtime to exceed the indicated timeframe during the core operational time period of 8:30am and 5:00pm EST.</p>	<p>EPA will closely monitor task milestone and deliverable schedules and shall notify the Contractor when it becomes apparent that an established schedule will not be met. EPA will review the Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the PWS.</p> <p>The COR and PO will monitor the Contractor's efforts at ensuring the eNOI system is continuously available and that potential problems are identified and addressed with the Contractor before service disruption. The COR and PO will monitor the Contractor's Monthly Progress Reports to ensure service disruptions are documented and reported.</p> <p>For NOI call center operations, the COR will conduct announced and random visits to the Contractor's facility and will routinely call the center to assess the staff availability and the quality of the customer service. The COR and PO will review Monthly Progress Reports to ensure reporting is</p>	<p>If the Contractor fails to appropriately maintain the eNOI system or fails to notify EPA of the disruption in service; and this failure causes a service disruption that exceeds the timeframe indicated in the PWS; EPA will consider the Contractor's performance unsatisfactory.</p> <p>If EPA notifies the Contractor that the NOI call center is not appropriately staffed with experienced customer service. And the Contractor fails to address the staffing issues; EPA will consider the Contractor's performance unsatisfactory. Two or more unsatisfactory performance ratings by EPA will result in a 2% reduction in fee for the remainder of the performance period.</p>

	<p>The Contractor shall staff the NOI call center with knowledgeable and skilled staff capable of assisting the public, industry and stakeholders on the NOI process and the general status of NOI's submitted for processing.</p> <p>The Contractor shall report all down time for the eNOI and NOI call center in the Monthly Progress Report. Each incident shall include the date, time, reason, and remedy.</p>	consistent with each month's operation.	
<p><u>Cost Management and Control:</u></p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct costs and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assess and immediately inform the COR of the cost implication of Agency issued Technical Directives.</p> <p>The Contractor shall notify the COR and PO no less than 15 days in advance of expenditures reaching 50%, 75% and 90% of PWS funds or labor hours have been utilized and shall stop work immediately, if all funds are expended.</p> <p>The Contractor shall assign appropriate leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract level and individual PWS expenditures. The COR and PO shall review the Contractor's monthly progress reports and request the COR verification of expenditures and technical progress before authorizing invoice payments. The COR will maintain regular contact with the Contractor's designated PWS manager/project manager to discuss PWS progress and expenditures. The COR will review the Contractor's monthly progress reports and invoices and provide feedback to the PO on payment.</p>	<p>During any period of the PWS, if the Contractor fails to notify EPA of potential funding issues and this failure results in an overrun greater than 3% of the funded value of the PWS, performance the Contractor's performance will be considered unsatisfactory. The result of unsatisfactory performance will result in a 2% reduction in fee for the remainder of the performance period and an unsatisfactory rating under the "cost Control" category of the CPARS Performance Evaluation System.</p>

## ATTACHMENT B

### PMOS QUALITY ASSURANCE SURVEILLANCE PLAN

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Timeliness:</b> Contractor shall provide services and submit deliverables in accordance with approved PWS and Contract schedules and milestones.	<p>The Contractor's services and deliverables shall be submitted in accordance with PWS and contract schedules. Unless amended or modified by an approved EPA action, a deliverable not submitted in accordance with the schedule will be considered late.</p>	<p>EPA will closely monitor task milestone and deliverable schedules and shall notify the contractor if it becomes apparent that established schedules will not be met.</p> <p>The EPA COR will maintain documentation on actual receipt of deliverables. The EPA COR and PO will review the Contractor's Progress Report to compare actual delivery dates with the dates established in the EPA COR's technical directives. For any deliverable deemed, "late" the PO will notify the Contractor and will submit written documentation to the Contracting Officer for inclusion in the official PWS file.</p>	<p>Under this PWS, if three or more of the seven deliverables identified are late without prior notification and EPA approval, EPA will rate timeliness as unsatisfactory under the CPARS Contractor Performance System.</p>
<b>Cost Management and Control:</b> The Contractor shall perform all work in an efficient and cost effective manner.	<p>The contractor shall always look for opportunities to control cost. When developing the initial cost projection, the contractor shall assign appropriately leveled and skilled personnel to all tasks.</p> <p>During performance, the contractor shall ensure accurate timekeeping and that only allowable charges are invoiced. The contractor invoiced cost shall track with expenditures and task activities reported in the Monthly Progress Report. An explanation shall be provided in the Progress Report if cost and expenditure between these documents differ.</p> <p>If a subcontractor is selected by the Contractor, the Contractor shall review their performance to ensure cost effectiveness, and allowable and appropriate expenditures.</p>	<p>The EPA Project Officer will routinely meet or communicate with the Contractor's Project Manager to discuss the PWS progress and expenditures.</p> <p>The Project Officer will review the contractor's monthly progress reports and request the COR's verification of expenditures and technical progress before payment authorization.</p>	<p>If the contractor fails to notify EPA of potential funding issues and the Contractor's failure to notice EPA results in a cost overrun, the Contractor's performance will be considered unsatisfactory. The result of unsatisfactory performance will be a 2% reduction in fee and an unsatisfactory rating under the "Cost Control" category of the CPARS Contractor Performance System.</p>
Information and Electronic Permit Tool Development			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives

<p>Permit Tool Development: The Contractor shall develop tools and software applications for efficient management of the permit data outlined in the PWS.</p>	<p>All applications shall be designed to meet the objective outlined in the PWS and shall comply with all agency information technology standards and requirements.</p>	<p>EPA will provided oversight of the Contractor's efforts and will review and evaluate application prototypes and beta versions of all applications throughout the development stages. All internet based applications will be assessed by EPA prior posting.</p>	<p>All applications must meet the objective of the PWS. All applications must be developed in accordance with agency Information Technology (IT) requirements. Failure in meeting PWS objectives or failure to comply with agency design and functionality requirements will be considered unsatisfactory performance. Unsatisfactory performance will be reported in the CPARS Contractor Performance System. At the Contracting Officers discretion, the Contractor may be required to modify or redesign the application to meet task objectives at no additional fee payment by the Government.</p>
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